REQUESTS FOR OFFICE SERVICES

Policy Statement

This policy outlines the types of requests to which Institutional Research responds and the procedures for determining which requests will be completed.

Reason for Policy/Purpose

This policy is required for the effective communication for requesting information from Institutional Research.

Who Needs to Know This Policy

All members of The University of Southern Mississippi community.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-acaf-ir-003

Definitions

Policy/Procedures

1.0 The Institutional Research Website has been created to house information that is commonly requested.

2.0 INTERNAL REQUESTS FOR INFORMATION AND SERVICES
2.1 Institutional Research will work to accommodate as many requests as possible from administration and faculty. There may be instances when we are unable to complete a request due to current workload or type of data requested.

2.2 Institutional Research does not accommodate requests by students.

3.0 EXTERNAL REQUESTS FOR INFORMATION AND SERVICES

3.1 Institutional Research responds to a number of external entities that require information. These include (1) state government such as the Institutions of Higher Learning, the State Legislature, and Department of Education, (2) federal government such as IPEDS, and (3) other entities such as the College Board, US News, AAUP, Southern University Group, and many others. Institutional Research has limited resources to accommodate requests. A priority has been assigned and we complete those with higher priority. Some will be forwarded to other offices on campus that also have access to the information.

3.2 All public record requests must first be approved by University Counsel.

4.0 Please use the request form located at http://www.usm.edu/institutional-research. Click on REQUEST INFORMATION.

Review

The Director of Institutional Research is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

Forms/Instructions

Appendices

N/A

Related Information

N/A

History

Amendments: Month, Day, Year – summary of changes
11/01/11: Formatted for Institutional Policies website.
02/18/13: Formatted for template. Minor editing throughout.
Authorization

REQUESTS FOR OFFICE SERVICES
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As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

[Signature]
Responsible Officer

2-22-13
Date